

TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS-IVC

INTERMEDIATE VIDEOGRAPHY COURSE



Approved by:

Commandant Defense Information School

Supersedes TPI date OCT 2005



**INTERMEDIATE VIDEOGRAPHY COURSE
TRAINING PROGRAM OF INSTRUCTION**

Table of Contents

<u>Element</u>	<u>Page</u>
Preface	4
Functional Area 1 – Video Production Concepts	7
Unit 1 Visual Information Basics (Review)	
Unit 2 Basic Principles of Non-linear Editing (Review)	
Unit 3 Foundations of Visual Storytelling	
Unit 4 Effective Methods of Lighting in Diverse Environments	
Unit 5 Non-linear Editing Techniques	
Unit 6 Student Progress Measurements	
Functional Area 2 – Non-Narrative Storytelling	15
Unit 1 Advanced Visual Storytelling Methods	
Unit 2 Intermediate Audio Acquisition Techniques	
Unit 3 Intermediate Shooting Techniques	
Unit 4 Intermediate Interviewing Techniques	
Unit 5 Advanced Non-linear Editing Techniques	
Unit 6 Student Progress Measurements	
Functional Area 3 – Narrative Storytelling	20
Unit 1 Writing for Documentaries	
Unit 2 Non-linear Editing Troubleshooting Techniques	
Unit 3 Student Progress Measurements	
Functional Area 4 – Course Administration	24
Unit 1 Course Opening	
Unit 2 Student Feedback (KMO)	
Unit 3 Course Closing	

TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-IVC

TITLE: Intermediate Videography Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: None

PURPOSE: This course provides professional training to transition the experienced apprentice military videographer to a journeyman level of expertise. This document provides a summary of the training objectives and activities used to fulfill the Service-mandated knowledge and performance skill competencies to be experienced and achieved by each student in order to successfully complete this course.

COURSE DESCRIPTION: The *graduate* is prepared to perform intermediate skills necessary to perform proficiently at a journeyman level of video storytelling and production. This course reinforces basic skills and expands the concepts of narrative and non-narrative productions and introduces the advanced techniques used in these productions with emphasis on advanced non-linear editing techniques.

PREREQUISITES: Mandated by each of the Armed Forces. Waiver requests must come through the requesting Service's career field manager to the Commandant, DINFOS.

US Army: E4 - E6 25V and E7 25Z with one year of video experience. Must be a graduate of Video Production and Documentation (VPD).

US Air Force: E4 - E7 and AFSC 3NOX2 with one year of experience. Must be a graduate of Video Production and Documentation (VPD) or Basic Combat Correspondent (BCC) course.

US Navy: E4 - E7 and NEC 8143 or 3221 with one year of experience using NLE (nonlinear editing). Must be a graduate of Video Production and Documentation (VPD) or Basic Combat Correspondent (BCC) course. If waiver required, must include documented OJT, command endorsement, and approval from senior regional Mass Communication Specialist.

US Marine Corps: E4 - E6 and MOS 4671 with one year of experience. Must be a graduate of Video Production and Documentation (VPD) or Basic Combat Correspondent (BCC) course. Students may receive a waiver from the DINFOS Commandant if the following are met:

- 1) Students must have one year cumulative field experience practicing Electronic News Gathering (ENG) or Electronic Field Production (EFP) skills, AND 2) have worked with ENG/EFP equipment within the last twelve months.

Interagency: Grade, duty position description and selection in accordance with specific agency guidance, policy, and procedures.

International: International students attending this course must have an English Comprehension Level (ECL) of 75; must have completed the DINFOS-VPD prerequisite course, and have normal color vision.

SECURITY CLEARANCE: None required.

CLASS SIZE:

MAXIMUM	8
MINIMUM	6
ANNUAL COURSE CAP	8

COURSE LENGTH:**15 Training Days**

ACADEMIC HOURS:	114 Hrs
ADMINISTRATIVE HOURS:	6 Hrs
ADVANCED DISTRIBUTED LEARNING	
TOTAL COURSE HOURS:	120 Hrs

INSTRUCTOR CONTACT HOURS: 181 Hrs**TYPE/METHOD OF INSTRUCTION:**

Lecture (L)	40.75 Hrs
Performance Exercise (PE)	43.25 Hrs
Examinations	30 Hrs
Performance Examination (EP)	27 Hrs
Written Examination (EW)	3 Hrs

TRAINING START DATE: 26 January 2009**ENVIRONMENTAL IMPACT:** None. DoD policy was followed to assess the environmental impact.**MANPOWER:** The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Directorate of Training, (DINFOS/DOT): 301-677-4420

FUNCTIONAL AREA 1 OVERVIEW

VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC-001

TERMINAL TRAINING OUTCOME: At the completion of this functional area, the student is able to use intermediate non-linear editing and lighting techniques to produce video products. Students balance the elements of video documentation, with an emphasis on safety, security and policy, with mission requirements of a military videographer. Students review the theory and practice of non-linear editing techniques, principles of visual composition and framing, and effective methods of lighting in diverse environments. Additionally students utilize key frames when employing visual effects, audio weaving techniques, and utilize color correction techniques to standardize video from multiple sources. The student will perform captioning and establish accountability of video products. The minimum passing grade is 70 percent on all written and performance examinations.

UNITS:

- 001 Visual Information Basics (review)
- 002 Basic Principles of Non-linear Editing (Review)
- 003 Foundations of Visual Storytelling
- 004 Effective Methods of Lighting in Diverse Environments
- 005 Non-linear Editing Techniques
- 006 Student Progress Measurements

TPFN HOURS AND TYPES:

12.5 hrs -	Lecture	(L)
9.5 hrs –	Performance exercise	(PE)
1 hrs -	Written exam	(EW)

TPFN TOTAL HOURS: 23

FUNCTIONAL AREA 1

VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC 001-001

UNIT TITLE: Visual Information Basics (Review)

UNIT INTERMEDIATE TRAINING OBJECTIVE: This unit reemphasizes the importance of utilizing slates, properly labeling media, completing caption sheets and compiling VIRIN data when creating a video production. Proper compliance with federal copyright laws and methods of legally satisfying customer multimedia requirements are also discussed. Students' are thoroughly critiqued on their strengths and weaknesses and if required, provided remediation on any identified deficiencies. Student competency is measured and reinforced in all subsequent student evaluations. This is accomplished through focusing on methods of conveying the knowledge obtained during the course to subordinates and co-workers: techniques for properly critiquing others videography skills, effective guidelines for implementing a successful videography training program and procedures for streamlining the day to day operations of a video production work center. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 2 L, 2 PE

TOTAL INSTRUCTIONAL HOURS: 4

TASK (S):

- 001 Identify principles of personal safety and physical security
- 002 Identify elements of slates, labels, caption sheets and VIRINS (DIMOC STANDARD)
- 003 Identify copyright laws applicable to Visual Information operations
- 004 Conduct non-linear editing diagnostic exercise

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

- Compesi, Ronald J. (1999). *Video Field Production and Editing* (6th ed.) Allyn and Bacon
- Zettl, Herbert, *Television Production Handbook* (7th ed.) New York; Addison Wesley Longman
- US Air Force *Management*; Air Force Policy Directive 35-2
- US Air Force *Public Communications Programs*; Air Force Policy Directive 35-3
- US Air Force *Internal Communication Programs*; Air Force Instruction 35-101
- DoD *Public Affairs Wartime Planning, Training, and Equipping*; DoD Directive 5500.7
- DoD *Standards of Conduct*; DoD IGDG; 5500.8
- US Air Force *Defense Ethics* USAF AFI 33-117
- US Army *Visual Information Management*; USN/USMC OPNAV 3104 / MCO 31041; USA DA PAM 2591
- DOD *VI Procedures*; DOD Directive 5040.4; DOD 5040.5 Joint Combat Camera DOD Directive

FUNCTIONAL AREA 1
VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC 001-002

UNIT TITLE: Basic Principles of Non-linear Editing (Review)

UNIT INTERMEDIATE TRAINING OBJECTIVE: Contingent upon the results of the non-linear editing diagnostic exercise, students are refreshed on the basic characteristics that make up a non-linear editing system. These characteristics include hardware aspects such as minimal system requirements and media storage as well as software operations of launching the editing software, creating projects and laying basic edits into a video sequence. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: .5 L, .5 PE

TOTAL INSTRUCTIONAL HOURS: 1

TASK (S):

- 001 Identify characteristics and fundamentals of non-linear editing systems
- 002 Demonstrate fundamentals of non-linear editing techniques

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

Avid Technology (2003) *Editing with AVID Xpress Pro and AVID Xpress DV*, (AVID Educational Series); Avid Technology, Inc

FUNCTIONAL AREA 1
VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC 001-003

UNIT TITLE: Foundations of Visual Storytelling

UNIT INTERMEDIATE TRAINING OBJECTIVE: In this unit students will receive refresher training on the basics of videography: focal length fundamentals, controlling image size, optical characteristics of lenses, and the importance of knowing the difference between perspective and perception. Student competency is measured and reinforced in a written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 2 L

TOTAL INSTRUCTIONAL HOURS: 2

TASK (S):

001 Identify principles of visual composition and framing

INSTRUCTOR/STUDENT RATIO: 1:8 (L)

SAFETY FACTORS: Routine

REFERENCES:

Compesi, Ronald J. (1999). *Video Field Production and Editing* (6th ed.) Allyn and Bacon
Zettl, Herbert, *Television Production Handbook* (7th ed.) New York; Addison Wesley
Longman

FUNCTIONAL AREA 1

VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC 001-004

UNIT TITLE: Effective Methods of Lighting in Diverse Environments

UNIT INTERMEDIATE TRAINING OBJECTIVE: During this unit students focus on the nature of light, lighting in diverse environments, diverse lighting within a single environment, and the different lighting techniques used to achieve a technically acceptable image and create mood lighting for complex field productions. Students will be required to demonstrate comprehension of these concepts through a non-graded performance exercise. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 5 L, 7 PE

TOTAL INSTRUCTIONAL HOURS: 12

TASK (S):

- 001 Identify types and uses of portable lighting equipment
- 002 Identify effective lighting techniques for documenting uncontrolled action
- 003 Demonstrate how to light an interview using two lights to achieve a three point lighting look
- 004 Identify effective methods of employing barn doors, gels, scrims, and screens in lighting
- 005 Demonstrate control of mixed lighting situations
- 006 Demonstrate how to document in low lighting: indoors and outdoors

INSTRUCTOR/STUDENT RATIO: 1:8 (L), 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

- Compesi, Ronald J. (1999). *Video Field Production and Editing* (6th ed.); Allyn and Bacon
- Zettl, Herbert, *Television Production Handbook* (7th ed.) New York; Addison Wesley Longman
- Shook, Frederick (2000) *Television Field Production and Reporting*, (3rd Ed.)
- Zettl, Herbert (1999) *Sight Sound Motion: Media Aesthetics*; (3rd Ed.); Wadsworth Pub Company
- Brown, Blain (2002) *Cinematography Theory and Practice: Image Making for Cinematographers, Directors, and Videographers*; Focal Press

FUNCTIONAL AREA 1
VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC 001-005

UNIT TITLE: Non-linear Editing Techniques

UNIT INTERMEDIATE TRAINING OBJECTIVE: Non-linear Editing Techniques first discusses proper methods for storing media within a non-linear editor to ensure optimal system performance. This unit then combines many of the elements of basic non-linear editing with additional common editing functions such as importing video from sources other than tape, incorporating graphic files and editing visual effects. Nesting techniques are also introduced as a means of increasing the aesthetic appeal of a video production. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 3 L

TOTAL INSTRUCTIONAL HOURS: 3

TASK (S):

- 001 Identify proper methods of storing media within a non-linear editor
- 002 Utilize key frames when employing visual effects
- 003 Utilize key frames when employing audio weaving techniques
- 004 Identify nesting techniques for adding multiple effects on video
- 005 Utilize color correction techniques to standardize video from multiple sources

INSTRUCTOR/STUDENT RATIO: 1:8 (L), 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

Avid Technology (2003) *Editing with AVID Xpress Pro and AVID Xpress DV*, (AVID Educational Series); Avid Technology, Inc

FUNCTIONAL AREA 1
VIDEO PRODUCTION CONCEPTS

TPFN: DINFOS-IVC 001-006

UNIT TITLE: Student Progress Measurements

UNIT INTERMEDIATE TRAINING OBJECTIVE: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 1: Video Production Concepts. The minimum passing grade is 70 percent on all written and performance examinations. A feedback session will be provided to review the written quiz and any other content associated with Functional Area 1.

INSTRUCTIONAL TYPE AND HOURS: 1 EW

TOTAL INSTRUCTIONAL HOURS: 1

TASK (S):
001 Student Progress Quiz and Critique

INSTRUCTOR/STUDENT RATIO: 1:8 (EW)

SAFETY FACTORS: Routine

REFERENCES: N/A

FUNCTIONAL AREA 2 OVERVIEW

NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC-002

TERMINAL TRAINING OUTCOME: At the completion of this functional area, the student will be able to perform advanced level non-linear editing, demonstrate advanced visual storytelling methods, and use intermediate level audio acquisition, shooting, and interview techniques to tell a story as a videographer. Students take their projects through all phases of post production, including color correction, sound mixing, and final output. Additionally students export digital video footage, employ DVD authoring software, import graphics for use in non-linear editors, and incorporate multiple aspect ratios of video for use in video products. This fully capable military videographer is prepared to employ the latest technology to manage the post-production process and provide expeditious delivery of video projects to meet military operational and informational missions worldwide. The minimum passing grade is 70 percent on all written and performance examinations.

UNITS:

- | | |
|-----|---|
| 001 | Advanced Visual Storytelling Methods |
| 002 | Intermediate Audio Acquisition Techniques |
| 003 | Intermediate Shooting Techniques |
| 004 | Intermediate Interviewing Techniques |
| 005 | Advanced Non-linear Editing Techniques |
| 006 | Student Progress Measurements |

TPFN HOURS AND TYPES:

18.25 hrs -	Lecture	(L)
25.75 hrs -	Performance exercise	(PE)
1 hrs -	Written exam	(EW)
10 hrs -	Performance exam	(EP)

TPFN TOTAL HOURS: 55

FUNCTIONAL AREA 2
NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 002-001

UNIT TITLE: Advanced Visual Storytelling Methods

UNIT INTERMEDIATE TRAINING OBJECTIVE: Visual Storytelling Methods is designed to take the videographer from shooting individual shots and basic sequences to telling a complete and effective story. Emphasis is placed on the importance of defining the commitment to a story prior to documenting any event and effective techniques for conveying emotions to the audience. The videographer will also be introduced to methods of documenting scenes that appeal to the senses of the viewer, generating more interest in a production. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 4.25 L, 5.75 PE

TOTAL INSTRUCTIONAL HOURS: 10

TASK (S):

- 001 Define the commitment to a story
- 002 Determine the correct commitment to a story
- 003 Discuss how emotions within an event can be conveyed to the audience
- 004 Identify shooting techniques that appeal to the five senses of the viewer drawing them into the story
- 005 Identify effective techniques of focusing attention on the main subject
- 006 Demonstrate effective pacing and timing shooting techniques

INSTRUCTOR/STUDENT RATIO: 1:8 (L,), 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

- Compesi, Ronald J. (1999). *Video Field Production and Editing* (6th ed.); Allyn and Bacon
- Zettl, Herbert, *Television Production Handbook* (7th ed.) New York; Addison Wesley Longman
- Shook, Frederick (2000) *Television Field Production and Reporting*, (3rd Ed.)

FUNCTIONAL AREA 2
NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 002-002

UNIT TITLE: Intermediate Audio Acquisition Techniques

UNIT INTERMEDIATE TRAINING OBJECTIVE: Building upon the students' basic knowledge of microphone pick-up patterns and operational characteristics, Intermediate Audio Acquisition Techniques moves more in depth, exploring how audio can both enhance and detract from a story. Methods of utilizing sounds to convey the meaning and emotion of a story to the audience are also emphasized, as well as non-linear editing key-framing techniques that can be utilized to effectively blend the various sounds of a production together. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 1 L

TOTAL INSTRUCTIONAL HOURS: 1

TASK (S):

001 Describe how the use of sound can convey the meaning and emotion of a story

INSTRUCTOR/STUDENT RATIO: 1:8 (L)

SAFETY FACTORS: Routine

REFERENCES:

Compesi, Ronald J. (1999). *Video Field Production and Editing* (6th ed.); Allyn and Bacon
Zettl, Herbert, *Television Production Handbook* (7th ed.) New York; Addison Wesley
Longman
Shook, Frederick (2000) *Television Field Production and Reporting*, (3rd Ed.)
Avid Technology (2003) *Editing with AVID Xpress Pro and AVID Xpress DV*, (AVID
Educational Series); Avid Technology, Inc

FUNCTIONAL AREA 2

NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 002-003

UNIT TITLE: Intermediate Shooting Techniques

UNIT INTERMEDIATE TRAINING OBJECTIVE: This unit introduces methods for videographers to think originally and creatively in the production of a video project. Techniques of incorporating effective opening and closing shots are discussed with emphasis on utilizing video transitions throughout a project to maintain the audience's attention. The importances of editing in the camera and proper use of pacing and timing during a shoot are also discussed to minimize the amount of required postproduction editing time. This unit also encourages the students to take an active role in aggressively capturing the commitment of an uncontrolled action story. This is accomplished through the videographers physically moving the camera within a safe distance of the action needing to be documented. Through this method, the audience becomes actively involved in the story. All aspects of the iris control, contrast ratios, lens filters, and gain control are discussed to give the students a variety of ways to improve the overall image quality and effectively focus attention upon their main subject. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 7 L, 13 PE

TOTAL INSTRUCTIONAL HOURS: 20

TASK (S):

- 001 Demonstrate how to shoot video transitions
- 002 Demonstrate effective methods of editing in the camera
- 003 Adjust iris control and focus to achieve effective depth of field
- 004 Identify aggressive use of a camera to capture a commitment
- 005 Identify methods for capturing uncontrolled action
- 006 Utilize proper hand-held camera techniques
- 007 Demonstrate effective control of contrast ratios
- 008 Demonstrate proper filter selection and its relation to color temperature
- 009 Identify the importance of recording effective opening and closing shots to complete a story

INSTRUCTOR/STUDENT RATIO: 1:8 (L), 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

- Mascelli, Joseph, (1998) *The Five C's of Cinematography: Motion Picture Filming Techniques*, Silman-James Press
- Gaskill, Arthur; Englander, David (1985) *How to Shoot a Movie and Video: The Technique of Pictorial Continuity*, Morgan & Morgan
- Shook, Frederick (2000) *Television Field Production and Reporting*, (3rd Ed.)

FUNCTIONAL AREA 2
NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 002-004

UNIT TITLE: Intermediate Interviewing Techniques

UNIT INTERMEDIATE TRAINING OBJECTIVE: This unit emphasizes the need for thorough planning and proper organization when conducting an effective interview. Focus is placed on the importance of adaptation when conducting interviews by not depending on a set list of questions, but listening to the interviewee and employing open-ended, follow-up, and rephrased questions to capture the true emotion of the subject. Aspects and applications of conversational and working interviews are also discussed as a means to give the audience a more involved sense when viewing the story. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 2 L, 3 PE

TOTAL INSTRUCTIONAL HOURS: 5

TASK (S):

- 001 Identify the concept of non-narrative stories
- 002 Identify thorough planning and proper organization for conducting effective single operator interviews
- 003 Demonstrate thorough planning and proper organization for conducting effective interviews

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

Shook, Frederick (2000) *Television Field Production and Reporting*, (3rd Ed.) Original from the University of Michigan; Longman Publishing

FUNCTIONAL AREA 2

NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 002-005

UNIT TITLE: Advanced Non-linear Editing Techniques

UNIT INTERMEDIATE TRAINING OBJECTIVE: This unit is designed to inform students of proper methods for exporting and storing digitized media when required. Students are also introduced to methods of properly exporting a finalized video project with the proper specifications to be compatible with DVD authoring software. Additionally, the importance of transferring media from the editor to the customer and various methods of accomplishing this are discussed. This includes procedures for digitally transferring video projects to military accessioning points and the Defense Imagery Management Operations Center. Students are also reminded of the importance in disseminating the knowledge obtained throughout this course to their respective services. This includes techniques for properly critiquing others videography skills, effective guidelines for implementing a successful videography training program and procedures for streamlining the day to day operations of a video production work center. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 4 L, 4 PE

TOTAL INSTRUCTIONAL HOURS: 8

TASK (S):

- 001 Export digital video footage for importation into DVD authoring software
- 002 Employ DVD authoring software to create a finished video product
- 003 Utilize proper methods for exporting video projects for archival storage
- 004 Demonstrate methods for importing various graphic files into non-linear editors
- 005 Demonstrate importing various video and audio files into non-linear editors
- 006 Incorporate multiple aspect ratios of video

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

Avid Technology (2003) *Editing with AVID Xpress Pro and AVID Xpress DV*, (AVID Educational Series); Avid Technology, Inc
Video Acquisition and Editing Concepts, AFCD 3V053, Visual Information Production-Documentation Journeyman Volume 3

FUNCTIONAL AREA 2
NON-NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 002-006

UNIT TITLE: Student Progress Measurements

UNIT INTERMEDIATE TRAINING OBJECTIVE: The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 2: Non-Narrative Storytelling. The minimum passing grade is 70 percent on all written and performance examinations. A feedback session will be provided to review the written quiz and any other content associated with Functional Area 2.

INSTRUCTIONAL TYPE AND HOURS: 1 EW, 10 EP

TOTAL INSTRUCTIONAL HOURS: 11

TASK (S):

- 001 Student Progress Quiz and Critique
- 002 Student Performance Exam

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (EP)

SAFETY FACTORS: Routine

REFERENCES: N/A

FUNCTIONAL AREA 3 OVERVIEW

NARRATIVE STORYTELLING

TPFN: DINFOS-IVC-003

TERMINAL TRAINING OUTCOME: At the completion of this functional area, the student is able to write for documentaries and conduct non-linear editing troubleshooting techniques. Students identify how narration enhances visual elements of a story and integrate natural sound, interviews, and narration to tell a complete story. Students structure stories, conduct research and interviews, and write narration for the video footage. Additionally, students combine drop frame and non-drop frame footage, identify methods for combining audio of different sample rates, identify proper methods for configuring VTRs, and identify common non-linear editing barriers encountered when troubleshooting. The minimum passing grade is 70 percent on all written and performance examinations.

UNITS:

- 001 Writing for Documentaries
- 002 Non-linear Editing Troubleshooting Techniques
- 003 Student Progress Measurements

TPFN HOURS AND TYPES:

10 hrs -	Lecture	(L)
8 hrs -	Performance exercise	(PE)
1 hrs -	Written exam	(EW)
17 hrs -	Performance exam	(EP)

TPFN TOTAL HOURS: 36

FUNCTIONAL AREA 3
NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 003-001

UNIT TITLE: Writing for Documentaries

UNIT INTERMEDIATE TRAINING OBJECTIVE: Writing for Documentaries introduces the concept of documenting narrative stories to the student. The function of narration within a story is identified as a means of overcoming gaps or breaks in interview content as well as a method for enhancing the visual elements of a story when the subject matter may be too complex for the audience to understand. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 8 L, 8 PE

TOTAL INSTRUCTIONAL HOURS: 16

TASK (S):

- 001 Identify how narration can enhance visual elements of a story
- 002 Integrate natural sound, interviews, and narration to tell a complete story

INSTRUCTOR/STUDENT RATIO: 1:8 (L); 1:4 (PE)

SAFETY FACTORS: Routine

REFERENCES:

Shook, Frederick (2000) *Television Field Production and Reporting*, (3rd Ed.)

FUNCTIONAL AREA 3
NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 003-002

UNIT TITLE: Non-linear Editing Troubleshooting Techniques

UNIT INTERMEDIATE TRAINING OBJECTIVE: Non-linear Editing Troubleshooting Techniques identifies many of the common technical barriers videographers encounter while operating a non-linear editing system. These difficulties are explored in-depth with the most effective procedures for overcoming or circumventing them. Student competency is measured and reinforced in the written quiz. The minimum passing grade is 70 percent on all written and performance examinations.

INSTRUCTIONAL TYPE AND HOURS: 2 L

TOTAL INSTRUCTIONAL HOURS: 2

TASK (S):

- 001 Demonstrate methods for combining drop frame and non-drop frame footage within a project
- 002 Identify methods for combining audio of different sample rates within a project
- 003 Identify proper methods for configuring VTRs for non-linear editing
- 004 Identify common non-linear editing barriers encountered when troubleshooting

INSTRUCTOR/STUDENT RATIO: 1:8 (L)

SAFETY FACTORS: Routine

REFERENCES:

Avid Technology (2003) *Editing with AVID Xpress Pro and AVID Xpress DV*, (AVID Educational Series); Avid Technology, Inc

FUNCTIONAL AREA 3
NARRATIVE STORYTELLING

TPFN: DINFOS-IVC 003-003

UNIT TITLE: Student Progress Measurements

UNIT INTERMEDIATE TRAINING OBJECTIVE: This unit consists of the final performance examination that brings together all pre-production, production, and post-production techniques to measure the student's knowledge obtained throughout this course. The student must be able to demonstrate knowledge and proficiency in all aspects of Functional Area 3: Narrative Storytelling. The minimum passing grade is 70 percent on all written and performance examinations. A feedback session will be provided to review the written quiz and any other content associated with Functional Area 3.

INSTRUCTIONAL TYPE AND HOURS: 1 EW, 17 EP

TOTAL INSTRUCTIONAL HOURS: 18

TASK (S):

- 001 Student Progress Quiz and Critique
- 002 Student Performance Exam (Narrative)
- 003 Student Performance Exam (DVD Authoring)

INSTRUCTOR/STUDENT RATIO: 1:8 (EW); 1:4 (EP)

SAFETY FACTORS: Routine

REFERENCES: N/A

FUNCTIONAL AREA 4
COURSE ADMINISTRATION

TPFN: DINFOS-IVC-004

UNIT TITLE: Course Administration

UNIT INTERMEDIATE TRAINING OBJECTIVE: N/A

INSTRUCTIONAL TYPE AND HOURS: 6 AD

TOTAL INSTRUCTIONAL HOURS: 6

TASK (S):

- 001 Course Opening
 - 001 Academic records In-processing

- 002 Student Feedback (KMO)
 - 001 Pre-course survey
 - 002 End-of-course survey

- 003 Course Closing.
 - 001 Out-processing (RQM)
 - 002 Graduation (Informal)
 - 003 Equipment turn-in

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: Routine

REFERENCES: N/A